

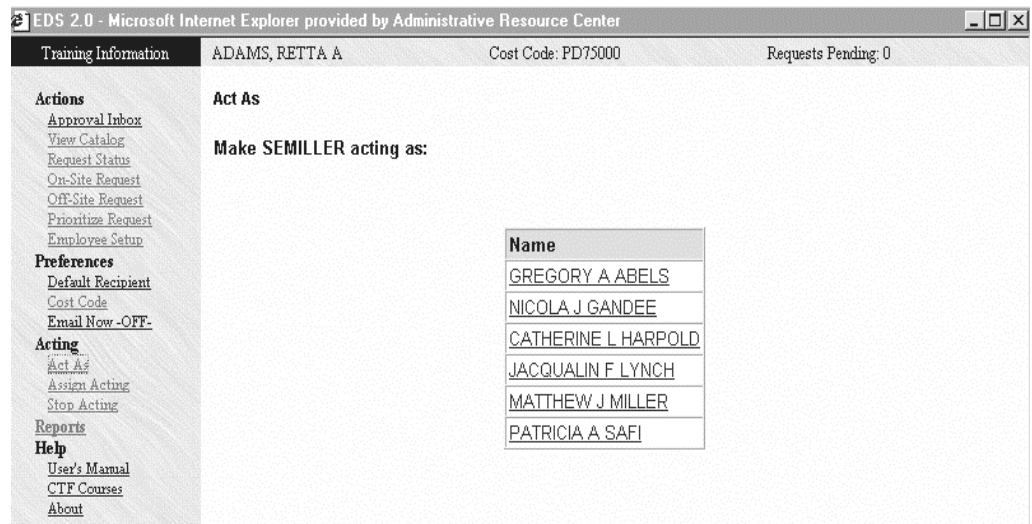
CHAPTER 5

ACTING

Act As

Purpose

EDS allows you to act as other users who designate you to act in their place.



Procedure

To act as another:

Step	Action
1	Click on the Act As option from the Acting menu.
2	Click on the user you want to act as.
3	Click on OK.

You can now act as the other individual. When you complete the work as the other individual, you can return to your identity—just click on Stop Acting under the Acting menu.

NOTE: Users can change who can act as them at any time.

Assign Acting

Purpose

When you are going to be out of the office and will not have access to the EDS to submit or approve requests, you will need someone to act as you. This can be any EDS user.

Procedure Add

Step	Action
1	Select Assign Acting from the Acting menu.
2	Click on a name from Unassigned Users list.
3	Click on the Add button. Name appears in Assigned Users list.

NOTE: This person now has authority to act as you until you change the information. You can change who can act as you at any time. You may select multiple people to act as you.

Procedure Remove

Step	Action
1	Click on name in Assigned Users box.
2	Click on Remove button.

NOTE: You may remove all names by clicking on the Remove All button.

E-mail notification

When you assign others to act as you at any time, they receive a daily e-mail notification indicating there are requests in your Approval Inbox awaiting action. They receive an e-mail notification every day until requests leave your inbox.